



Commission on Professional Credentialing

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Chantilly, VA 20151

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Mentor Application

CPC Chief Officer Mentoring Program

Experienced fire chiefs may apply to serve as a mentor in this program if they have worked in a department for at least 5 years and have been active in the fire service within the past 5 years.

Please send completed mentor form and a current resume to:

Debbie Sobotka, Deputy Director,

debbie@publicsafetyexcellence.org or fax: 703.961.0113

Name _____ # of Years in Fire Service _____

Current or most recent department _____ # Years Chief _____

Population served: _____ Total Personnel: _____ Uniformed: _____ Civilian: _____

Address _____
Street _____ Town/City _____ State _____ Zip Code _____

Telephone _____ Fax _____ Email _____

Name/Title of Supervisor (or Retired) _____

Supervisor's approval to participate in Mentoring Project? Yes _____ No _____

Have you served as a chief of a department for 5 years? Yes _____ No _____

Location _____ # of years _____ Population served: _____

Education/Training:

of years post-high school Education _____ Degree(s) awarded _____ Date(s): _____

Name of major schools attended (e.g., University, NFA, State Training, etc) _____

Dates _____ Session # _____

Other Education Training: _____

Teaching Experience (e.g., Academy, College, Professional Development Seminar) _____

Does your department have a union? Yes _____ No _____ Are you a CFO Designee? Yes _____ No _____

How did you learn about the Mentoring Program? _____

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CPC Chief Officer Mentoring Program

Areas of Experience/Capability: Rate each entry, using a scale of 1 to 5 to indicate your level of competence in assisting a new chief officer.

EXAMPLE:

1 = no interest/training/experience
2 = some interest/training/experience
3 = moderate interest/training/experience

4 = high interest/training/experience
5 = very high interest/training/experience

Management

4 Lines of authority
3 Marketing strategies

Collective Bargaining

Management/employee rights
 Negotiating contracts
 Living with contracts

Community Fire Service

Realistic definitions & applications/successful programs
 Partnerships with civic associations, organizations, businesses, schools
 Citizen Fire Academy
 Community surveys

Financial

Budgeting
 Leveraging limited resources
 Capital equipment plans
 Grant resources, writing
 Purchasing: principles and practical considerations

Governance/Policies

Relationships with elected officials, municipal administrators, commissions, etc.
 Local/state/federal policies

Inherited Issues

Unresolved predecessor issues

Fire Prevention

Codes and Ordinances
 Inspections
 Fire Investigation

Leadership Skills

Communication/active listening
 Conflict resolution
 Decision-making
 Establishing authority/limit setting
 Establishing and communicating the vision and goals
 Relationship building
 Shaping organizational culture
 Staff motivation
 Stress management
 Supporting employees

Liability/Legal Issues

Federal and state statutes
 Chief's personal liability issues
 Sexual harassment

Maintenance and Safety

Maintaining facility
 OSHA compliance—safety officer
 Fleet vehicle management

Management

Internal affairs investigations
 Internal records system
 Internal surveys
 Learning about new initiatives
 Lines of authority
 Marketing strategies
 Measuring success
 Setting priorities
 Strategic planning
 Team-based management

Media

Effective media policy
 Proactive relationship with media
 Public Information Officer issues
 Print vs. electronic media

Personnel Issues

ADA accommodation
 Ethics issues
 Benefit package/wages
 Sick Leave
 Diversity issues
 Family issues
 Mentoring new officers
 Optimizing use of limited personnel
 Marketing/competing for recruits
 Mental health issues
 Hiring: testing, background, selection issues
 Intra-staff issues/conflicts
 Employee recognition
 Use of discipline
 Retention
 Allocation and deployment

Technology

Identifying/acquiring emerging technology/applications
 Website development
 Future needs projection

Training/Staff Development

Internal resources
 External resources
 Funding

Other (please list/describe; use reverse side of page if needed):

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CPC Chief Officer Mentoring Program

Examples of Successes: *Please provide details below of your experiences and accomplishments, focusing on those in which you have been especially successful in your role as fire chief. Use additional pages, if needed, to include more details and/or other examples.*

1. _____

2. _____

References: *Please provide 3 references from individuals who are knowledgeable of your experience and qualifications (one reference must be your current supervisor).*

1. Name _____ Title _____
Company/Agency _____
Address _____
E-mail _____ Phone _____

2. Name _____ Title _____
Company/Agency _____
Address _____
E-mail _____ Phone _____

3. Name _____ Title _____
Company/Agency _____
Address _____
E-mail _____ Phone _____

I hereby certify that the statements provided above and on the attachments to this form are true and complete to the best of my knowledge.

References. I authorize the CPC to contact references listed in this application that may have information relevant to my qualifications. I further authorize contacted individuals to give CPC any and all information concerning my previous employment or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information. I waive any right I might have to inspect, copy, or otherwise have access to any information that any contacted person may disclose about me.

Confidentiality. As a mentor participating in the CPC Mentoring Program, I agree not to divulge to any other person, firm or entity outside of this project, or in any way use for personal benefit, or that of another, any information obtained about the protégée with whom I am matched. I acknowledge that all information concerning the new protégée is strictly confidential. I am also aware that, regardless of efforts to maintain confidentiality, a court, legislative or enforcement agency could compel disclosure of certain information, regardless of the parties' agreement to treat it confidentially.

Signature: _____ Date _____